

## **ACCOUNTANT**

### **DISTINGUISHING FEATURES**

The fundamental reason the Accountant exists is to perform a wide variety of intro-level professional accounting and financial work. Conduct research, develop forecasts, perform analysis to evaluate the efficiency and effectiveness of city operations, and make recommendations. Provide indirect supervision of clerical staff and assist in quality delivery of services to the organization and to the citizens in the Accounting and Budget Department or the City Court. This classification is not supervisory. Work is performed under general supervision by the Accounting Director or Deputy Court Administrator.

### **ESSENTIAL FUNCTIONS**

Works in conjunction with the Accounting Coordinator in the preparation of periodic reports such as the annual financial report, financial trends, grant, cash & investment, or other operational reports required to gauge operational efficiency and/or compliance with federal, state, and local ordinances or guidelines.

Listens, communicates, and deals effectively with co-workers, staff, representatives of other government agencies, and the general public, researching as necessary to provide requested information. Provides superior customer service for both internal and external customers.

Assists with the preparation of the annual audit.

Supports and mentors staff members through assistance and training. Seeks out innovative ways to streamline and improve paper flow processes.

Takes ownership of all other accounting tasks, as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Knowledge of:

Generally accepted accounting principles, practices, and procedures and their application for governmental accounting.

Public administration principles and practices.

Computerized financial systems.

Ability to:

Develop accounting data in preparation of reports and statements.

Operate a variety of standard office equipment, including a personal computer and a variety of computer software that require continuous and repetitive arm or hand and eye movement for extended periods of time.

Communicate effectively both verbally and in writing with all levels of the organization using clearly organized thoughts, proper sentence construction, punctuation, and grammar.

Effectively communicate instructions and information verbally and in writing.

Establish and maintain effective working relationships with co-workers, supervisors, and the general public.

Maintain regular consistent attendance and punctuality.

**Education & Experience**

Any combination of training, education, and experience equivalent to a Bachelor's degree and two years progressively responsible accounting experience, preferably in a municipal setting. Auditing, governmental budgeting, and finance experience is desirable. Certification as a public accountant is desirable.

FLSA Status: Exempt

HR Ordinance Status: Unclassified